

* Please answer all relevant questions pertaining to your event and Secretary Chapman's attendance and fax this form back to **334.242.4993** to the attention of Emily Thompson. We will take all requests into consideration and respond as quickly as possible to your invitation. Thank you for your assistance.



SECRETARY OF STATE BETH CHAPMAN
SCHEDULING REQUEST FORM

Group Name: _____

Event Title: _____

Contact Person: _____

Phone: Office: _____

Home: _____

Cell : _____

Fax: _____

Email Address _____

Day and Time of Event: _____

How many will attend?: _____

Location of Event: _____

Will Secretary Chapman be the keynote speaker? _____

Will there be other speakers in attendance? _____

Who will introduce Secretary Chapman? _____

Do you need a bio? (please refer to Sec. Chapman's website at www.sos.alabama.gov or one may be faxed to you) _____

How long would you like Sec. Chapman to speak? Q&A? _____

Is there a requested topic? _____

Proper Attire? _____

Will there be press attending? _____

**Please attach any additional comments or directions to the event if necessary.